

How to submit an FFVP Claim for Reimbursement:

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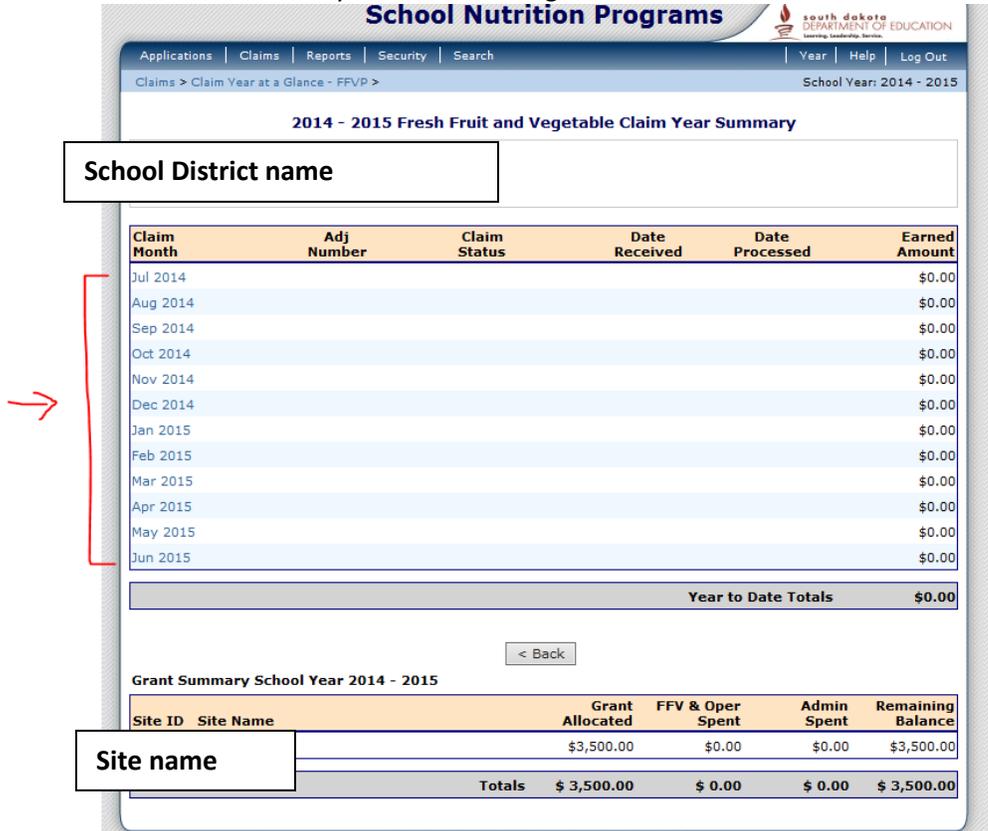
1. After logging in to iCAN, click **Claims**.



2. Next, if provided with the option, click **Claim - FFVP**.



3. Select the month for which you are submitting the FFVP claim.



How to submit an FFVP Claim for Reimbursement:

Please note: the bottom of this page also provides an ongoing grant summary. This will allow for you to know how much of your allocation is remaining.

- After selecting your month, click 'Add Original Claim'.

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

2014 - 2015 Fresh Fruit and Vegetable Claim Month Details

5200100 Status: Active

School District name

Claim Month: January 2015

Action	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$ 0.00	

< Back **Add Original Claim**

Site ID	Site Name	Grant Period	Grant Allocated	FFV & Oper Spent	Admin Spent	Remaining Balance
		Oct 2014 - Jun 2015	\$8,000.00	\$335.84	\$0.00	\$7,664.16
Totals			\$ 8,000.00	\$ 335.84	\$ 0.00	\$ 7,664.16

Site name

Site name

- Select 'Add' next to the site that you are adding a claim for. This part may seem redundant, but is helpful for districts with multiple sites participating in the program.

2014 - 2015 Fresh Fruit and Vegetable Claim Site List

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

5200100 Status: Active

School District name

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

Actions	Site ID	Site Name	Errors	Status
Add	0002	Site name		

< Back Submit For Payment Approve

How to submit an FFVP Claim for Reimbursement:

6. Next, select the claim expenditures. We will start with the **Fresh Fruit and Vegetable Costs**.

School Nutrition Programs



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Applications | Claims | Reports | Security | Search
Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP >
School Year: 2014 - 2015

[VIEW](#) | [MODIFY](#) | [DELETE](#)

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

5200100 Status: Active

0002 Status: Active

School District name

Site name

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs	<i>no items</i>	\$0.00	\$0.00	0.00
3. Operational Costs	<i>no items</i>	\$0.00	\$0.00	0.00
4. Administrative Costs	<i>no items</i>	\$0.00	\$0.00	0.00
Claim Totals		\$0.00	\$0.00	

Claim Comments

5. Sponsor Comments

Created By: ringalls on: 1/22/2015 6:15:54 PM Modified By: ringalls on: 1/22/2015 6:15:54 PM

Save
Cancel

[VIEW](#) | [MODIFY](#) | [DELETE](#)

Please remember – dollar amounts listed on the claim should reflect what is being claimed for the FFVP. This will require you to look at invoices when filling out the claim. Only claim items that are used in the Fresh Fruit and Vegetable Program for snack during the school day.

Please see next page to continue.

How to submit an FFVP Claim for Reimbursement:

- After clicking on *Fresh Fruit and Vegetable Costs*, enter the product description, size/weight/count of product, number of units, and cost per unit. **The Total Unit Cost will automatically calculate.**

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				

Fresh Fruit

#	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Bananas	100	3	19.97	59.91	
2.	Kiwi	50	5	24.31	121.55	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$ 181.46	\$ 0.00

Fresh Vegetables

#	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Eggplant	3	1	14.95	14.95	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
More Lines				Total Cost	\$ 14.95	\$ 0.00

Fresh Fruit and Vegetable Costs	\$ 196.41	\$ 0.00
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VIEW | MODIFY

- Click save when completed.

See the next page to continue.

How to submit an FFVP Claim for Reimbursement:

Personnel Costs - Preparation and Service

(Labor directly related to the preparation and serving of fresh fruit and vegetables)

Name\Position	# of Hours	Rate per Hour	Labor Cost	Item Status
1. Sally Strawberry - F/V prep	20	15	300	

Small Supplies/Other Operational Costs

(Small supplies - e.g. napkins, paper plates, utensils, bowls, pans and the like. Other - are such items as Low or no-fat dips, etc.)

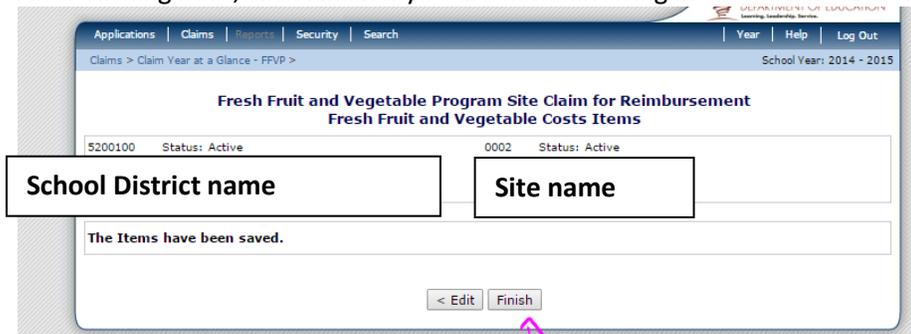
Product Description	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1. Lowfat Peanut Butter	2	6.99	13.98	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Total Cost			\$0.00	0.00
Operational Costs			\$0.00	\$0.00

[More Lines](#)

Created By: ringalls on: 6/19/2015 8:13:49 AM Modified By: ringalls on: 6/19/2015 8:15:59 AM

Total Unit Cost and Item Status say 'zero' as we have not yet saved. Once we save, totals will appear.

- After clicking Save, click **Finish** if you are done entering in Fresh Fruits and Vegetables costs.



How to submit an FFVP Claim for Reimbursement:

9. After clicking finish, the claim will return you back to the claim expenditure page. If you have other costs pertaining to operational costs or administrative costs, click the appropriate categories, and follow the process previously described in Step 7.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

VIEW | MODIFY | DELETE

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

5200100 Status: Active 0002 Status: Active

School District name **Site name**

Code	Error Description
43000	Number of Operating Days must be greater than 0.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0	01/22/2015			

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures	%
2. Fresh Fruit and Vegetable Costs		\$196.41	\$0.00	0.00
3. Operational Costs	<i>no items</i>	\$0.00	\$0.00	0.00
4. Administrative Costs	<i>no items</i>	\$0.00	\$0.00	0.00
Claim Totals		\$196.41	\$0.00	

Claim Comments

5. Sponsor Comments

Created By: ringalls on: 1/22/2015 6:15:54 PM Modified By: ringalls on: 1/22/2015 6:17:52 PM

Save Cancel

VIEW | MODIFY | DELETE

10. Remember to include the **Number of Days of Operation** for Fresh Fruit and Vegetable Program in the claimed month. Once you have completed the claim, click **Save**.

11. After clicking **save**, click **Finish**.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

School District name **Site name**

The Site Claim has been saved.

< Edit Finish

How to submit an FFVP Claim for Reimbursement:

12. After clicking *finish*, click the **Submit For Payment** button.

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

2014 - 2015 Fresh Fruit and Vegetable Claim Site List

5200100 Status: Active

School District name

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0	01/22/2015			

Actions	Site ID	Site Name	Errors	Status
View Modify	0002	Site name		Validated

< Back **Submit For Payment** Approve

*****Please note:** If an update or adjustment is made to the claim, be sure to click **Submit for Payment**, when updates and adjustments are complete. If this button is not clicked, the system will not identify the claim for payment.

13. After submitting for payment, the claim status is now listed as Pending Approval.

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Claims > Claim Year at a Glance - FFVP > School Year: 2014 - 2015

2014 - 2015 Fresh Fruit and Vegetable Claim Site List

School District name

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0	01/22/2015			Original

Actions	Site ID	Site Name	Errors	Status
View Modify	0002	Site name		Pending Approval

< Back Submit For Payment Approve

How to submit an FFVP Claim for Reimbursement:

For those whom have worked with the FFVP for many years, the same information that was previously provided on FFVP paper claims is also to be provided in the iCAN claim system (except for service date). Invoices do not need to be submitted. Keep invoices for documentation purposes in the event of a review, or the State Agency having questions about the claim. No signature needs to be submitted, as the State Agency considers the submission of the claim as an electronic signature.

Common Errors:

- The 'Duplicate Line Item' error can be common.

Code	Error Description
43016	Duplicate line items have been detected. Please consolidate like items by increasing the quantity to account for both items then delete the duplicate item(s).

This means that there are multiple entries in the claim that are identical. Please consolidate all 'like items' into one line entry, or provide a number behind each Product Description name (Apples – 1).

Fresh Fruit

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.	Apples	30ct	2.00	29.5000	59.00	
2.	Apples	30ct	2.00	29.5000	59.00	

- A red 'x' may be displayed to the left of the number. Clicking the 'x' for the line will remove the line. Sometimes, schools may need to delete multiple blank lines, if text was previously entered.

*****Please note:** If an update or adjustment is made to the claim, be sure to click **Submit for Payment**, when updates and adjustments are complete. If this button is not clicked, the system will not identify the claim for payment.

Please remember – dollar amounts listed on the claim should reflect what is being claimed for the FFVP. This will require you to look at invoices when filling out the claim. Only claim items that are used in the Fresh Fruit and Vegetable Program for snack during the school day.